



# Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

Submit to Student Life Office and email to [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu). Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	5
Date Received:	9/21/23
Agenda Date:	10/3/23

## I. Type of Appropriation Requested (Select all that apply):

- |  | Amount Requested per item                                  |
|--|--|
| <input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers)                           | \$ _____   |
| <input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance)      | \$ _____   |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)               | \$ _____   |
| <input checked="" type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | <del>\$5,000.00</del> <sup>\$2,000</sup><br>for Books only |

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

**TOTAL AMOUNT REQUESTED: \$ 5,000.00**

## II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / **No**

If so, please indicate the Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: WIN Program

Name of Event: WIN Program Library

25 Live Reservation Reference Code: N/A

Event Location: WIN Tutoring Center - Building 45 Room 1461 and Room 1431

Event Date: N/A

Event Start to End Time: N/A - see supplemental attachment for further information

NOTE: Associated Students has the purview of requiring certain events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.

**IV. Additional Information Required**

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select one priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

*Please describe how your event fulfills the selected A.S. Priority area and provide a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.*

**V. Funding Conditions**

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III at least 6 weeks prior to the event date to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu).

**A. Club Advisor / Employee Submitting Request Form**

Print: Erica Ledezma  
 Sign: \_\_\_\_\_  
 Date: 9/12/23 Ext/Phone: x5518  
 Email: eledezma@mtsac.edu

**B. Designee Processing Banner Requisition(s)  
 If different from person A.**

Print: Lisa Zahn  
 Sign: \_\_\_\_\_  
 Date: 9/12/23 Ext/Phone: x5156  
 Email: lzahn@mtsac.edu

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Co-Sponsor (Motion): <u>Mariah Moreno</u>		Date: <u>10/3/23</u>	
Co-Sponsor (Second): <u>Ethan Wang</u>		Date: <u>10/3/23</u>	
<b>A.S. Senate</b>			
For: <u>12</u>	Against: <u>3</u>	Abstain: <u>0</u>	Date: <u>10/3/23</u>
<b>A.S. Executive Board</b>			
For: <u>7</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>10/3/23</u>
<b>A.S. President</b>			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: <u>[Signature]</u>	Date: <u>10/3/23</u>
<b>Notification of Appropriation</b>	Date:	Requisition #:	PO #:
<b>C &amp; T Form:</b>	Date:	T#:	
<b>Check Requests:</b>	\$	Purpose:	\$ Purpose:
	\$	Purpose:	\$ Purpose:

## 2023-2024 A.S. Request

### Purpose of Request

Due to the large student population we serve and our very limited budget, we need to reach out for other budget sources so that we can maintain the quality of services we provide for our students. Our biggest need is to maintain an up-to-date library of textbooks so that our students and tutors have access to the books they need to work together to review course materials, study for exams and complete homework. With courses and publishing companies moving increasingly online, it is critical that we have the necessary resources not only in person but digitally so that we can properly support our students. Our online tutoring services are utilized by approximately 30% of our demographic, which allows for different tutoring modalities and increased accessibility for student access. This year we have had requests for an increasing number of textbooks, online access codes, and other support resources. The inability to accommodate these requests has directly impaired the ability of our tutors and faculty to properly serve our students. Our collaboration with our students leads to higher transfer rates, graduation rates, degree completions, and athletic eligibility. To maintain the high standard of service that we hold ourselves to, and to continue to have these positive impacts on our students, it is fundamental to our program that we have the necessary resources.

We know that AS supports the academic success of all our students, and Mt. SAC's student athletes comprise one of the largest portions of the overall campus student body. The ability to access the core materials required by a course is the absolute minimum component necessary for a student's capacity to succeed academically. We always encourage our students to pay the AS fee and we explain that, in the past, part of that fee that they've paid was returned in the form of an AS book funding scholarship to enable us to purchase materials to support them. We know that any assistance we receive will directly translate to the support that we are able to offer our students.

### Program Description

The WIN Program serves as a computer lab, book library/reserve, study hall and tutorial service center to the students at Mount San Antonio College. We also provide on-site access to Academic/Athletic Counselors for the student athletes. Student athletes are required to attend 2 hours a week, with most maintaining an average of 2-6 hours per week in the study hall. We serve between 600 and 1000 students annually. Although our lab caters towards the needs of student athletes, we also have over 100 non-athlete students who attend our program and utilize its services. Since Covid and going remotely with instruction, we have continued with our online tutoring services. WIN 2.0 is a fully online tutorial services program that continues to provide support for our students with tutoring and academic resources such as the WIN book library. In Fall 2022 we had 724 students registered with an overall GPA of 2.83 and Spring 2023 we had 622 students registered with an overall GPA of 2.92. Between Fall 2022 and Spring 2023 the WIN accounted for approximately 26,000 hours of transaction.

Furthermore, during March 2023 our program expanded into two physical locations and continued one online portion, nearly tripling the space that our facility occupies. This change has allowed us to reach even more students.

#### How the WIN program enriches the Mt. SAC community

The WIN Program is open to all students, and having an up-to-date WIN Library would allow us to continue to properly support our students. Mt. SAC student athletes are held to a higher standard than the general student population both through a GPA requirement and College Code of Conduct. It is because of these higher standards that the WIN Program aggressively works to promote student success both on the field and in the classroom. The program itself has demonstrated increases in both graduation and transfer rates, thereby promoting overall Mt. SAC student success. This program also promotes inter-athletic cooperation, as well as encourages students to attend, participate or volunteer in campus and community events such as student of distinction.

#### How our program impacts or benefits Mt. SAC students

Our biggest resource, the WIN library, serves not only our students by allowing them to access/borrow textbooks, but it also allows our tutors to have access to the books they need to work together and more successfully assist our students. The resources and the tutoring provided by the WIN are instrumental in ensuring and maintaining student course success, higher transfer rates, graduation rates, degree completions and athletic eligibility. The WIN is also a central space where we can answer or direct students in other utilized areas such as counseling and student health services; it is a program that aims to support students in all areas while they are at Mt. SAC.

#### WIN program accessibility to students

The WIN is open to all students. The WIN Program currently provides in-person support in rooms 1430 and 1461 of Building 45 9:00am – 5:00pm, as well as online support through zoom from 5:00pm-8:00pm.

#### The number of students served by the WIN Program

We serve between 600 and 1000 students annually. Although our lab caters towards the needs of student athletes, we also have over 100 non-athlete students who attend our program and utilize its services.

#### How the WIN program brings more awareness and visibility to Associated Students

Our best method of bringing awareness, visibility, and acknowledgment to A.S. is during our summer orientation (averaging 500+ students a year) where we verbally acknowledge the continued support of A.S. in promoting student success in the classroom. When asked about the Student Activities Fee during registration we do not inform them that there is an “opt-out method/procedure;” we instead

inform students that they should pay the associated fee as part of their fee obligations because A.S. is an established support system for their success at Mt. SAC. We share with the students how the Student Activities Fee that they pay has contributed to the book fund scholarship from A.S. that supported the WIN in the past. We can confidently say that over 90% of our student athletes pay the Student Activities Fee.

We have A.S. posters and memorabilia in the tutoring center and wear A.S. garments in recognition of A.S. and their continued support. We promote elections, final frenzy, student of distinction, and other events via Instagram and printed posters/flyers as they are held. We also try to assist in any A.S. ongoing events to show support and promote teamwork with A.S. For example, we have collaborated on several successful events such as the Athletic Fair and WIN program Luncheon.

#### Itemized Request

Item 1: WIN Library Book fund

Amount: \$4,000.00

Justification: Having an up-to-date library allows us to maintain a high level of academic support for our students. Furthermore, access to the basic course materials for their classes allows students to focus on studying and putting their effort into learning rather than being concerned about resources.

Item 2: Incentives

Amount: \$1,000.00

Justification: WIN incentives are given to students to recognize their hard work and encourage them to continue. When students are given incentives, it validates the effort they have put in, sets them as a model for their peers, and helps them know that they are being noticed and cheered on. It is important to us that our students know that they are seen as the individual and that the WIN program is a supportive space to help them achieve all they can while at Mt. SAC. Incentives also serve to promote the collaboration between the WIN program and AS. In addition, the incentives increase the visibility of AS on campus and are a tangible reminder of the things A.S. does to support student academic success. These incentives are also used as promotional items during events such as the Student Success Fair and the Resource Fair to help students know about resources that we have on campus to assist them.